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ABSTRACT

This booklet contains information for parents whose children are enrolled in the Child Development Laboratory (CDL), a university-based preschool and child care program operated by the Department of Human and Community Development on the campus of the University of Illinois. The program provides half-day preschool for 2- to 4-year-old children and full-day child care programs for 3- and 4-year-old children. The mission of the CDL is to provide model programs for the local, state, and national early childhood communities; provide personnel training in child development and early childhood education; and facilitate research in child development and early childhood education. The booklet is organized into the following sections: (1) "Organization, Goals, Philosophy"; (2) "Daily Programs"; (3) "Enrollment Procedures"; (4) "Fees and Payment Schedules"; (5) "Delinquent Fees Policies" for both half-day preschool and full-day child care; (6) "Withdrawal Policy" for half-day preschool and full-day child care; (7) "Credit Reference Form"; (8) "Completion of Forms and Agreements"; (9) "Research, Field Trip, and Photographic Consent Forms"; (10) "Gradual Entry for Half-Day Preschool"; (11) "Home and School Visits for Half-Day Preschool"; (12) "Personal Belongings"; (13) "Insurance Coverage for Children"; (14) "Drop-off/Pick-up Procedures"; (15) "Emergency Medical Procedures"; (16) "Clothing"; (17) "Observation Booth Policy"; (18) "Illness"; (19) "Medication"; and (20) "Schedules." (SD)

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PARENT HANDBOOK

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CHILD DEVELOPMENT LABORATORY

Department of Human and Community Development
College of Agriculture,
Consumer and Environmental Sciences

University of Illinois at Urbana-Champaign

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ORGANIZATION, GOALS, PHILOSOPHY

The Child Development Laboratory (CDL) is a University-based preschool and child care program operated by the Department of Human and Community Development on the University of Illinois campus. The CDL offers half-day preschool for two- to four-year old children and full-day child care programs for three- and four-year old children. These programs help fulfill the three-part mission of the CDL, which is to: 1) provide model programs for the local, state, and national early childhood communities; 2) provide personnel training in child development and early childhood education; and 3) facilitate research in child development and early childhood education.

The CDL provides a well-balanced, child-centered curriculum that fosters physical, emotional, social, creative and cognitive development.

The CDL staff views play as an effective means for children to translate experience into understanding, since it is through well-planned play activities that many valuable learning experiences occur.

Staff members encourage children to become autonomous and enthusiastic learners by offering choices and opportunities appropriate for specific ages. A calm, rational approach to guidance, while providing logical consequences and giving reasons for limitations, is used to manage children's misbehavior rather than punishment or isolation. CDL staff members acknowledge the important role that parents play in making the transition from home to group settings as smooth as possible for young children. The CDL strives to maintain a high degree of continuity between home and school environments by offering opportunities for parents to take active roles in the program (parent-teacher conferences, parent advisory board, parent visitations, and parent volunteers in the classroom, etc.).

DAILY PROGRAMS

The half-day preschool classes follow the 9-month University of Illinois Academic calendar (September through May), and meet three hours a day, 8:30-11:30 a.m. (twos and threes) or 1:00 to 4:00 p.m. (fours), Tuesday through Friday.

The full-day child care programs operate 12 months a year, closing on official University holidays and the 2nd and 3rd weeks of August. These classrooms are open from 7:30 a.m. to 5:30 p.m., Monday through Friday.

ENROLLMENT PROCEDURES

Applications are accepted beginning in November for the following fall's program. Applications are screened and class assignments are made in mid April. A waiting list is created for each class after the initial selection. Children are **not** selected on a first-come, first-served basis. The enrollment committee attempts to balance each classroom by age, gender, and ethnicity for teacher training and research purposes.

Once a child has been selected into the CDL program, enrollment for each successive year is guaranteed. ***Although continued enrollment is guaranteed, parents must submit a new application during the enrollment period for the following year.***

FEES AND PAYMENT SCHEDULES

Half-Day Preschool

Fulfilling the teaching and research objectives of the CDL is difficult when unscheduled withdrawals from the program occur. Therefore, enrollment is assumed to be for a full academic year and parents are charged accordingly. The amount of tuition to be paid each semester is specified on the "Tuition Agreement" signed at the time a child's enrollment is confirmed. Tuition statements will be mailed and payments should be made directly to the University of Illinois Accounting Office. Use the envelope provided with the bill or pay in person at the Administration Building (Accounts Receivable). All payment checks should include the GAR number from the bill and your Social Security number. You may choose to pay a full semester's tuition at the beginning of the semester or you may choose to pay the tuition in eight equal monthly installments. A space reservation deposit equal to one quarter (1/4) of the semester's tuition will be required to confirm enrollment. This deposit is due at the time the "Tuition Agreement" is signed. The space reservation deposit is non-transferable and non-refundable. The space reservation deposit will be refunded after the final installment has been paid. In the case of re-enrollment for the following school year the space reservation deposit may be rolled-over for the next year's space reservation deposit.

The CDL half-day programs end at 11:30 a.m. or 4:00 p.m. The lab is not budgeted for staff overtime, and any parent whose child remains after this time will be charged $5.00 for every fifteen minutes of tardiness. These charges will be assessed on the next tuition bill. If you are going to be detained, please notify the school immediately so that your child can be prepared for this change in scheduling, and staff arrangements can be made. Late fees will be charged regardless of notification.

There will be a 10% deduction on tuition for the second child in a family enrolled concurrently at CDL.

Full-Day Child Care

Continuous enrollment in the CDL full-day program is necessary to hold your child's place. The amount of tuition charged each week is specified on the "Tuition Agreement" signed at the time a child's enrollment is confirmed. You will be billed on a monthly basis. Tuition statements will be mailed. Payments should be made directly to the University of Illinois Accounting Office. Use the envelope provided with the bill or pay in person at the Administration Building (Accounts Receivable). All payment checks should include the GAR number from the bill and your social security number.

A space reservation deposit equal to one week's tuition will be required to confirm enrollment. This deposit is due at the time the "Tuition Agreement" is signed. The space reservation deposit is non-transferable and non-refundable. The space reservation deposit will be used as the final week's tuition payment at the completion of a full calendar year of enrollment, or the space reservation deposit may be rolled-over for the next year's space reservation deposit in the case of re-enrollment.

Tuition is based on 47 weeks of attendance. The CDL is closed for the 2nd and 3rd weeks in August. You have the option of selecting three additional weeks of your choice for your child not to attend the program and not be responsible for tuition. Written notice of intent to utilize this option must be given to the Assistant Director in writing so that adjustments can be made in the billing statement. Advanced notice is desirable. Should you choose not to use the optional three weeks off, you will be billed for that attendance. Should your child not attend for any extended period beyond the above mentioned five weeks, you will be responsible for that tuition in order to hold your child's place.

The CDL full-day program ends at 5:30 p.m. The lab is not budgeted for staff overtime, and any parent whose child remains after this time will be charged $10.00 for every ten minutes of tardiness. These charges will double every ten minutes. Late charges will be assessed on the next tuition bill. If you are going to be detained, please notify the school immediately so that your child can be prepared for this change in scheduling, and staff arrangements can be made. Late fees will be charged regardless of notification.

There will be a 10% deduction on tuition for the second child in a family enrolled concurrently at CDL.

DELINQUENT FEES POLICIES

Half-Day Preschool

When a bill is not paid by the due date (last day of the month) stated on the bill, a delinquency charge is applied. The delinquency charge is $1.00 per month if the balance due is $100.00 or under and is 1% per month of the balance due if it is over $100.00.

Parents who are students at the University of Illinois will have their University registration encumbered and a "stop" placed on their receipt and forwarding of transcripts when a semester of CDL tuition is not paid in full by the due date of the last bill for the semester.

A child's enrollment for future semesters at CDL will ordinarily be terminated if the semester tuition is not paid in full by the due date of the last bill for the semester. An overdue account is referred by the University for collection if payments have not been made on the balance due within six months of the original billing date. Collection of overdue accounts is handled by the University Accounting Office.

Full-Day Child Care

Delinquency charges will be assessed when a bill is not paid by the stated due date. The Accounting Office will determine the amount of the delinquency charges based on the date payment is received.

A child's enrollment will be terminated if the late payment of a tuition bill extends beyond two weeks. In emergency situations, an extended payment allowance can be made to avoid this termination. See the CDL Director to make these arrangements.

An overdue account is referred by the University for collection if payments have not been made on the balance due within six months of the original billing date. Collection of overdue accounts is handled by the University Accounting Office.

WITHDRAWAL POLICY

Half-Day Preschool

Once the "Tuition Agreement" has been signed, there are financial penalties for withdrawing a child before the end of the academic year.

Withdrawal during the first two weeks of the semester will result in the space reservation being held. A total of half the semester's tuition will be assessed for withdrawal during week three, four or five of the semester. The full semester's tuition will be assessed for withdrawal after the sixth week of the semester.

The CDL Assistant Director should be notified of your plans as soon as you realize that you will need to withdraw your child before the end of the year.

Full-Day Child Care

Parents withdrawing their child from the CDL full-day program for any reason during the year must provide the Assistant Director with a two-week written notice of this intent. Tuition will continue to be assessed through the end of the two-week period. Withdrawal prior to the completion of the 47-week enrollment period will result in forfeiture of the one-week's tuition space reservation deposit.

CREDIT REFERENCE FORM

New applicants who are not employed by, or are not students at, the University of Illinois must have a credit reference form processed by the University Accounting Office before they gain final admittance to a program.

COMPLETION OF FORMS AND AGREEMENTS

All forms required by the Department of Children and Family Services and by the University of Illinois (see Page 13) must be completed and filed before a child can attend classes at CDL. The CDL Tuition Agreement must be completed at the time of a child's acceptance into a program.

RESEARCH, FIELD TRIP AND PHOTOGRAPHIC CONSENT FORMS

Located on the back of the application for enrollment form completed by all parents each year are blanket consent forms to allow your child to participate in approved research projects conducted at the CDL, walking field trips, and photographs taken for educational purposes.

The Research Consent Form ("I hereby give my consent for my child to participate in approved research while attending the Child Development Laboratory Preschool. I understand that I am encouraged to ask any questions that I might have and that I am free to withdraw my consent at any time for any reason.") is used for all approved research (e.g., a doctoral student observing social interactions for dissertation purposes). Parents are given detailed descriptions for more obtrusive approved research projects (projects requiring greater parental and/or child involvement). Both parents and children have the right to refuse to participate at any time.

Walking Field Trip Consent: "I consent to my child being included in walks and walking field trips to sites on the University of Illinois/Urbana-Champaign campus during the time my child is enrolled at the Child Development Laboratory. I understand that for field trips not on the University campus and when any means of transportation besides walking is to be used I will be notified one week in advance and will be asked to sign a special consent."

Consent for Photographs: "I consent to the use of photographs, photographic slides, and/or videotapes of my child (taken at the Child Development Laboratory or while on field trips) for educational purposes. I understand that photographic materials are used in presentations to students, professionals or the general public to illustrate aspects of the Child Development Laboratory program and of research procedures or results."

GRADUAL ENTRY FOR HALF-DAY PRESCHOOL

In order to make the start of school as smooth as possible and to give each child the individual attention s/he will need to feel comfortable, the half-day classrooms stagger the start of school. Listed below is the scheduled start for the first week of school.

Two's: Beginning with the youngest children four new students begin each day. This means four children will be attending on Tuesday, 8 children on Wednesday, twelve on Thursday, and all 16 on Friday. Your child's teacher will notify you which day to start your child.

Three's and Four's: One-half of the children will come on Tuesday and one-half will start on Wednesday. Your child's teacher will notify you which day to start your child.

HOME AND SCHOOL VISITS FOR HALF-DAY PRESCHOOL

If this is your child's first experience at CDL the head teacher, Assistant teacher, or one of the TA's will call to schedule a home visit with you and your child. These visits often reduce the child's anxiety by allowing him or her to meet a teacher in the familiar home environment. School visits are encouraged for all children. This gives the children the opportunity to see the classroom, their lockers and name tags, etc. Teachers will let you know which days these visits are scheduled for. Plan to spend 30 minutes visiting. No appointments are necessary.

PERSONAL BELONGINGS

Please keep food, candy, gum, toys, and other personal possessions at home or in the car. Breakage, loss, and unwillingness to share these prized possessions are among the problems that lead to a difficult day for all concerned.

In the full-day child care program, quiet "sleepy toys" (stuffed animals, books, etc.) are encouraged for use during rest time. These items must remain in your child's cubby or be placed on top of his/her cot. You are also encouraged to bring a blanket and pillow for use at rest time. Please make sure these items are labeled. Blankets and pillows are sent home at the end of each week for laundering.

Frequently check your child's cubby. Important notes and small pieces of art work are placed here.

INSURANCE COVERAGE FOR CHILDREN

The Board of Trustees of the University of Illinois has blanket accident insurance. The CDL provides the Division of Risk Management with a listing of children in our programs and pays an insurance premium to participate in this blanket accident coverage.

DROP-OFF/PICK-UP PROCEDURES

Half-Day Preschool

The half hour before arrival and after departure are used for set-up, clean-up, planning, and discussion of the day with student interns. These times are a critical part of our undergraduate training programs. Arrival and departure should not occur more than five minutes before or after stated program times.

Full-Day Child Care

The program begins at 7:30 a.m. and ends at 5:30 p.m. The lab is not budgeted for staff overtime. Arrival and departure times must be within these parameters.

Both Programs

A child shall be discharged from the facility only to the child's parent(s) or guardian or to a person designated in writing by the parent(s) or guardian to receive the child. The staff shall refuse to release a child to any person, whether related or unrelated, who has not been authorized in writing by the parent(s) or guardian to receive the child. Persons not known to the staff shall be required to provide a driver's license (with photo) or photo identification card issued by the Illinois Secretary of State to establish their identity prior to a child's release time.

EMERGENCY MEDICAL PROCEDURES

In the event of a minor injury the child will be treated by a CDL staff member and an accident notification form will be completed in duplicate. One copy will be given to the parent(s) and one copy remains in the child's file.

In the event of a major injury (broken limb, unconsciousness, etc.) a staff member trained in first aid will provide care for the child. The parent(s) will be called to be informed of the child's condition and make arrangements for his/her care. If a parent is unavailable, the staff member will call the designated physician, hospital or clinic, and ambulance if needed to provide care for the child. The head teacher or assistant will take the child's emergency medical release form and accompany the child to the hospital. An accident notification form will be completed in duplicate.

CLOTHING

Keep a complete change of clothing, appropriate for the season, in your child's clothing bag at CDL. Extra shoes, socks, under- and outer-wear should be included. These items should be labeled (as should all clothing including coats, hats, and mittens) and checked periodically for proper fit.

Please send your child to school in comfortable clothing, suitable for the messy or rough and tumble outside play they often engage in. This includes comfortable shoes with non-skid soles.

Please dress your child in weather appropriate outer-wear. We go outside, at least on the porch, every day. The only exception is during periods when the wind chill is below 0° F.

Full-day child care participants need to bring a labeled toothbrush for use after lunch. CDL will provide toothpaste or children may bring their personal favorites. Please label the tube. Check toothbrushes periodically for replacement.

BIRTHDAY AND HOLIDAY CELEBRATIONS

Birthdays are recognized by singing "Happy Birthday" to the celebrant at group or snack time. If you would like to bring a special food to share at snack time, please inform your child's teacher in advance. Nutritional treats such as fruits and muffins are encouraged.

The rich cultural diversity at the CDL allows us to introduce many and varied holiday celebrations to the children. Parents are encouraged to share their holiday traditions with staff and students. Please make arrangements with your child's teacher.

RELEASE OF INFORMATION

All children enrolled in the Child Development Laboratory have a permanent file maintained with information pertaining to admission, health and progress. These records are confidential. Access to these files is limited to the CDL staff designated by the Director and DCFS representatives unless the parent(s) of the child grant written permission for disclosure or dissemination.

PARENT-STAFF COMMUNICATIONS

Teachers are available at arrival and departure times for brief conversations regarding important instructions and daily happenings. If you wish a longer, more detailed discussion about problems or concerns, please contact your child's teacher to make an appointment. You will both be less distracted by children and other adults. Parent-teacher conferences will be held once each semester to discuss your child's progress at school. Sign-up sheets will be posted so that you may choose the time most convenient for your schedule.

In addition to this, newsletters are sent home on a bi-weekly basis to inform you of activities, special events, introductions to new personnel, and developmental issues that may be of interest to you. Curriculum sheets listing each week's activities are posted outside of each classroom and at the entrance to each observation booth.

LICENSING REGULATIONS SUMMARY

The CDL is licensed by the Illinois Department of Children and Family Services as a safe and well-run child care facility. DCFS publishes a brochure summarizing what to look for when choosing a child care program, how to identify possible sexual abuse, and guidelines for the prevention and reporting of infectious diseases to which children may be exposed to in centers. At the time of registration all parents are given a copy of this brochure and asked to sign a verification of receipt form that is kept in each child's permanent file.

REQUIRED FORMS FOR ENROLLMENT

Listed below are the forms which MUST be on file BEFORE your child starts school. This regulation is strictly enforced. Your child will not be allowed to enter a CDL classroom until the forms are on file. These forms are important legal documents required by the State of Illinois for protection of both the families and the school.

Certificate of Child Health Examination: The record of immunization on the form must be completed at the time of your child's physical examination. We will not accept forms without a completed immunization record signed by the physician. The certificate of Health Examination may be waived in cases where religious practices prohibit physical examinations and immunizations. If your child has a health form on file at another day care center or preschool, we will accept a xerox copy of the form. Health certificate information must be renewed every two years.

Emergency Information Sheet: Is it critical that the information on this form remain current at all times. Notify us immediately if any information on this sheet changes. We must have the names, addresses and phone numbers of two people to contact if parents are unavailable. It is best if these people live in the Champaign-Urbana area.

Authorization for Release of Child: Notify us immediately if any information on this form changes. If a friend or relative is listed as a person authorized to pick your child up, it is a good idea to bring him or her to meet the teacher sometime early in the year. If someone comes to get your child whose name is listed on the form, but is not known to us, we will ask for a photo ID before we release your child to them. Children will not be released to anyone not listed on this form. You should update the form any time there are changes.

Family Data Sheet: This sheet helps the teachers get to know your child. It contains significant information such as any allergies or food restrictions your child might have.

Credit Reference Forms: Submission of a Credit Reference Form is required for all parents who are not employees or students at the University of Illinois. This form is processed by the University Accounting Office. The information reported is kept confidential. It is not available to the CDL faculty, staff or researchers. The information is used by the Accounting Office only in the case of delinquent tuition payment.
Parents who are students at the University of Illinois will have their University registration encumbered and a "stop" will be placed on their receipt and forwarding of transcripts when a tuition bill is not paid by the due date.

These forms will be checked when they are turned in and must be complete before your child will be allowed to attend the CDL. Please sign and date all forms.

OBSERVATION BOOTH POLICY

You are invited to observe on-going programs. Please sign-in in Room 206.

HALF-DAY PRESCHOOL SCHEDULE

Tuesday through Friday, 8:30-11:30 a.m., or 1-4 p.m.

FULL-DAY CHILD CARE SCHEDULE

Monday through Friday, 7:30 a.m. - 1 p.m., or 3-5:30 p.m.

ILLNESS

Notify CDL when your child will be absent. Please state the reason for this absence. We are required to report some illnesses to Public Health.

Keep your child at home if he/she is ill with any of the following conditions:

a. fever of any degree
b. vomiting or diarrhea
c. pink eye (conjunctivitis) - until 24 hours following the start of treatment
d. impetigo or ringworm - when in doubt about a rash, consult your physician
e. strep throat/scarlet fever - until 24 hours following the initiation of antibiotics
f. chicken pox - six days or until all sores are crusted-over
g. head lice - until after treatment
h. other contagious childhood diseases
I. if you do not wish your child to go outside
j. when your child will be miserable at school

Children **should** remain at home for 24 hours of wellness following any illness.

Parents will be informed of any cases of contagious diseases at CDL.

MEDICATION

Necessary medication may be administered to a child while at CDL provided that the prescribed medication is labeled with the child's name, directions for administering the medication, the date, the physician's name, the prescription number, and drug store or pharmacy. In addition, parents must sign a Permission to Administer Medication form.

SCHEDULES

HALF-DAY PRESCHOOL CLASSES

September to May
Tuesday through Friday

Twos and Threes: 8:30 to 11:30 a.m.
Fours: 1:00 to 4:00 p.m.

PHONE NUMBERS:
½ day Twos: 333-2102
½ day Threes : 244-8315
½ day Fours: 333-2102

FULL-DAY PROGRAM

Operates 12 months a year, closing on official University holidays and the 2nd and 3rd weeks of August.

Monday through Friday
7:30 a.m. to 5:30 p.m.

PHONE NUMBERS:

Full day Threes: 244-8281
Full day Fours: 244-8281

Dr. Brent McBride, Director
333-0971

Debbie Trouth, Assistant Director
244-8063

NOTES